



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

CH-1 of 28 Mar 94 Incorporated

IN REPLY REFER TO:

NASLEMINST 1800.1C
002

24 FEB 1994

NAS LEMOORE INSTRUCTION 1800.1C

From: Commanding Officer, Naval Air Station, Lemoore

Subj: RETIREMENT/TRANSFER TO FLEET RESERVE CEREMONIES

Ref: (a) BUPERSMAN 3810200
(b) OPNAVINST 1710.7

Encl: (1) Retirement/Transfer to Fleet Reserve Notification
(2) NAS Lemoore Ceremonial Guide

1. Purpose. To establish procedures for the retirement or transfer to Fleet Reserve of officer and enlisted personnel attached to NAS Lemoore.

2. Cancellation. NASLEMINST 1800.1B

3. Information. References (a) and (b) outline general guidelines and requirements for conducting retirement ceremonies. The retirement manager is the Administrative Officer for officers and Command Master Chief for enlisted personnel.

4. Action

a. The retiree, upon notification of approved retirement/transfer to Fleet Reserve date, shall forward enclosure (1) via the chain of command to the corresponding retirement manager.

b. Department heads/division officers shall appoint a ceremony coordinator (if one is not selectively chosen by the retiree) and assist the coordinator to the maximum extent required.

c. The ceremony coordinator shall contact the corresponding retirement manager (within five working days of notification) to receive a copy of the Ceremonial Guide (enclosure (2)) and, to confirm specific information relative to the intended retirement ceremony.

d. The retirement manager shall provide guidance and assist the ceremony coordinator as required.


A. R. GORTHY

Distribution: (NASLEMINST 5215.2u)
List B

24 FEB 1994

RETIREMENT/TRANSFER TO FLEET RESERVE NOTIFICATION

Date: _____

MEMORANDUM

From: _____, _____, USN, _____
(First , MI, Last Name) (Rank/Rate) (SSN)

To: Administrative Officer/Command Master Chief (as applicable)

Via: (1) Division Officer (as applicable)

(2) Department Head (as applicable)

Subj: RETIREMENT/TRANSFER TO FLEET RESERVE

Ref: (a) NASLEMINST 1800.1C

1. Per reference (a), the following information is submitted as required:

a. Retirement Date: _____

b. Ceremony Requested: _____
(yes/no)

c. Specific Coordinator Requested: _____
(Rank/Rate/Name)

d. Requested Coordinator's Work Phone: _____

e. Ceremony Date: _____

f. Time: _____

g. Location: _____

h. Retiring Official: _____

Signature of Requestor

Encl (1)

NAS LEMOORE



CEREMONIAL GUIDE

24 FEB 1991

Chapter One

Coordinator Requirements

Coordinator's Letter

Background

Coordinator's Interview With Retiree

Coordinator's Check List

24 FEB 1994

1800
11000

From: Commanding Officer, Naval Air Station, Lemoore
To: Ceremony Coordinator

Subj: RETIREMENT/FLEET RESERVE CEREMONIES

1. Congratulations on your selection as Retirement/Fleet Reserve Ceremony Coordinator. I applaud your conscientious effort and dedication in upholding one of the Navy's finest traditions, that of conducting a retirement ceremony to bid farewell to a shipmate that has served the Navy faithfully and honorably.

2. Your endeavor as Ceremony Coordinator requires a high degree of leadership, tact and responsibility, all of which you possess. As you enthusiastically set out to correlate myriad details, I have implemented this retirement guide for your use as a basic reference. You may tailor or personalize the retirement ceremony to accommodate the desires of the retiree, however, I ask that you:

a. Keep the Administrative Officer and/or Command Master Chief appraised of the type ceremony you intend to conduct (date, time, location, retiring official, etc.), your progress/status and any problems that may arise.

b. Ensure the dignity of this ceremonious occasion is maintained to preclude any embarrassment to the retiree, this command or the United States Navy.

3. Again, you have my sincerest appreciation for accepting appointment as Ceremony Coordinator. Good Luck!

Commanding Officer

24 FEB 1994

BACKGROUND

1. Per reference (a), the retirement or transfer to the Fleet Reserve of a member, shall, only if the member so desires, be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. Such ceremony should include a suitable assemblage from the ship's company at which time the commanding officer should cite awards, commendations, and other career highlights, and make sure remarks in bidding farewell are appropriate for the circumstances. Photographic coverage of the ceremony with copies of prints presented to the member may be provided, if member so desires. Refer to references (a) and (b) for amplifying general information.

2. Participation in a formal ceremony is not a mandatory requirement for the member. Each member's preference in the matter shall be ascertained prior to the scheduled date of retirement or transfer to Fleet Reserve. Subsequently, a "retiree interview" form and a "coordinator's checklist" is provided as a guideline for setting up the ceremony according to the member's desires.

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COORDINATOR'S INTERVIEW WITH RETIREE

RETIREMENT FOR _____
 (First Middle Last Name)
 Rate: _____ SSN: _____ ADBD: _____
 Retirement Date: _____ Ceremony Date: _____ Time: _____
 Location: _____ Retiring Official: _____
 Retiree's Forwarding Address: _____
 Spouse's Name: _____

UNIFORMS

Retiree: _____ Participants: _____
 Guests: _____
 (Civilians) (Officers/CPO's) (E1-E6)
 Sideboys: _____
 Invocations/Benedictions by: _____ of _____
 Narrator: _____
 Invitations: No _____ Yes _____
 Special Guests: (NAMES/RELATIONSHIP)

Ushers: No _____ Yes _____ No. Required: _____
 Names: _____
 Guest Book: No _____ Yes _____ Assistant: _____
 Program: No _____ Yes _____ Biography: _____
 Reception: No _____ Yes _____ Location: _____
 Time: _____ Invitation Only: _____ Open to all: _____
 Cake Assistant: No _____ Yes _____ Number Required: _____
 Media Coverage: _____
 (Base Paper/Hometown News/Other)

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COORDINATOR'S CHECK LIST

	<u>Status</u>
Retirement/Fleet Reserve Certificate (Military Personnel Liaison Office)	_____
Certificate of Appreciation (Spouse) (Military Personnel Liaison Office)	_____
Flag/Most Honored Possession Certificate (Command Master Chief)	_____
20/30 Year Pin	_____
Commanding Officer, Letter of Appreciation (Division/Department)	_____
(Spouse) Commanding Officer, LOA (Officer only)	_____
(Spouse) Appreciation Scroll (Enlisted only) (Command Master Chief)	_____
End of Tour Award Division/Department (submit at least 100 days prior to ceremony).	_____
Station Plaque Command Master Chief Treasurer of Command Officer's Fund	_____
Shadow Box	_____
Photo Lab/Video Camera	_____
Color Guard/Honor Bos'n/Bell (Command Master At Arms)	_____
Sideboys	_____
Carpet/Bullets/Flags (Command Master At Arms)	_____
Chairs/Podium/Table Decorations (Department/Division)	_____
Public Address System (Public Works)	_____
Program/Guest Book/Invitations (optional)	_____
Invocation/Benediction	_____
Flowers (Spouse)	_____
Division/Department Gift (optional)	_____
Narrator	_____
Announcement (Command Notice/Plan Of Day Note)	_____
Agenda/Script Book (Division/Department)	_____
Retiree's Special Request:	_____

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Chapter Two
Examples of Standard Presentations

Officer Letter of Appreciation from Commanding Officer

Enlisted Letter of Appreciation from Commanding Officer

Certificate of Appreciation from Commander-in-Chief

Most Honored Possession Certificate

The Flag of the United States of America

20/30 Year Pin

Certificate of Retirement

Transfer Fleet Reserve Certificate

Husband's Certificate of Appreciation

Wife's Certificate of Appreciation

Spouses' Appreciation Scroll from Commanding Officer (Enlisted)

Spouse's Letter of Appreciation from Commanding Officer
(Officers)

Station Plaque and National Ensign

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Subj: LETTER OF APPRECIATION

1. On the occasion of your retirement/transfer to Fleet Reserve, I wish to express my sincere appreciation for your _____ years of service to the United States Navy and our country. You can feel justifiably proud in the knowledge that your loyalty, devotion to duty and professionalism played a significant role in securing our nation's democratic way of life.

2. Your naval career included many challenging duty assignments, beginning with _____. You served with distinction in the following commands:

Note: List all duty stations by complete titles per the Standard Navy Distribution List (SNDL).

3. Throughout your outstanding career, your professionalism and devotion to duty were evidenced by your numerous personal awards and citations which included the

4. While serving as _____ Department/Division Officer, your inspirational leadership, enthusiasm and determination consistently produced noteworthy results, consummating a career punctuated with professionalism and dedication.

5. As you conclude your distinguished Naval career, the officers, men and women of Naval Air Station Lemoore join me in wishing you good health and prosperity in all of your future endeavors. May you always enjoy "fair winds and following seas."

(Commanding Officer)

Sample

"Enlisted" Letter of Appreciation from Commanding Officer

From: Commanding Officer, Naval Air Station, Lemoore
To: _____
(RATE/RANK/FIRST/MI/LAST NAME, USN, SSN)

Subj: LETTER OF APPRECIATION

1. On the occasion of your retirement, I wish to express my sincere appreciation for your _____ years of steadfast devotion, dedication and faithful service to the United States Navy and our nation. You can be justifiably proud in the knowledge that your loyalty, perseverance and professionalism played a significant role in determining our nation's future and preserving our democratic way of life.

2. Your career has included numerous duty assignments beginning with your enlistment on _____. Following recruit training at Recruit Training Command, _____, you served with unparalleled distinction in the following commands:

Note: List all duty stations by complete titles per the Standard Navy Distribution List (SNDL).

Also during your career you completed _____ Mediterranean deployments and _____ Western Pacific deployments. These deployments ranged from _____ months with Strike Fighter Squadron _____ to _____ months with Heavy Attack Squadron _____ during the Vietnam Conflict.

3. During your long and impressive career, you earned numerous awards and citations. Many of your awards were related to those intangibles of seeing the young sailors you trained perform superbly and flawlessly. Your numerous contributions to the Navy have been spanned over two/three decades; this has included instructing at the first _____, transitioning (squadrons), and deploying with _____ on their first cruise while logging over _____ flight hours a month. The following is a list of the formal awards you have received during your career: _____

4. Since reporting to Naval Air Station Lemoore in _____, you have served as the _____ Leading Chief Petty Officer and as the _____ contributed immeasurably to the success of the air station, but more importantly, you have continued to provide invaluable training and professional improvement to the men and women who will be our future leaders. You have used your vast leadership and managerial expertise to implement critical changes in manpower utilization, station operating procedures and human resources development. Your naval career was marked by numerous outstanding achievements in support of the evolution of naval aviation and earned you a reputation for superior performance that few will ever match.

2 4 FEB 1994

5. Upon the culmination of your career, I speak for all who have had the pleasure of serving with you, present and past when I say your retirement will be sorely felt throughout the naval aviation community. The officers, chief petty officers, men and women of Naval Air Station Lemoore join me in wishing you and your family good health, pleasant living, and eternal prosperity in all your future endeavors. May you always enjoy "fair winds and following seas".

(Commanding Officer)

CERTIFICATE OF APPRECIATION

FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES

I extend to you my personal thanks and the sincere appreciation of a grateful nation for your contribution of honorable service to our country. You have helped maintain the security of the nation during a critical time in its history with a devotion to duty and a spirit of sacrifice in keeping with the proud tradition of the military service.

11

I trust that in the coming years you will maintain an active interest in the Armed Forces and the purposes for which you served.

My best wishes to you for happiness and success in the future.

George Bush

COMMANDER IN CHIEF



24 FEB 1994

MOST HONORED POSSESSION CERTIFICATE

"On behalf of your many shipmates, including those that have made the supreme sacrifice, we wish to present to you what is known as the military man's most honored and cherished possession. The U.S. National Ensign, Flag of the United States of America, one great nation which we so honor and under which we so proudly serve is the true emblem of our unity, our power, our purpose as a nation. Accept it, protect it, guard it and so ever remember that the young men and women you have trained, guided and inspired will follow in your footsteps and defend it with equal pride.

On this, it is considered that we have lost a true shipmate while society has gained a fine citizen.

We bid you fair winds and following seas. Good luck and God speed."

24 FEB 1994

THE FLAG OF THE UNITED STATES OF AMERICA

This is to certify that the accompanying flag was flown over the United States Capitol on _____, at the request of the Honorable (Incumbent Congress Member), Member of Congress.

This flag was flown for _____

George M. White, FAIA
Architect of the Capitol



8455-00-309-307
7H062
LAPEL BUTTON,
U.S. NAVY RETIRED, 20 YRS.
1 EACH
A 3/91



8455-00-309-3014
LAPEL BUTTON, RETIRED MILITARY, U.S. NAVY,
GOLD FILLED, 30 YEARS
1 EA A-8/79
DLA100-79-M-U581



CERTIFICATE OF RETIREMENT

FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT

HAVING SERVED FAITHFULLY AND HONORABLY

WAS RETIRED FROM THE

UNITED STATES NAVY

ON THE DAY OF

ONE THOUSAND NINE HUNDRED AND




VICE ADMIRAL, UNITED STATES NAVY
CHIEF OF NAVAL PERSONNEL



of the
United States Navy
This is to certify that

_____ was transferred from active duty to the Fleet Reserve of the
United States Navy on the *_____* day of *_____* 19
_____ after *_____* years of service.
*This certificate is awarded as a Testimonial of Faithful
and Honorable Service.*

U. S. Navy.

Husband's Certificate of Appreciation

24 FEB 1994

NAVPERS 1650/63

(ordered from Chief of Naval Personnel (Per-27))

*Certificate of Appreciation
From the United States Navy*

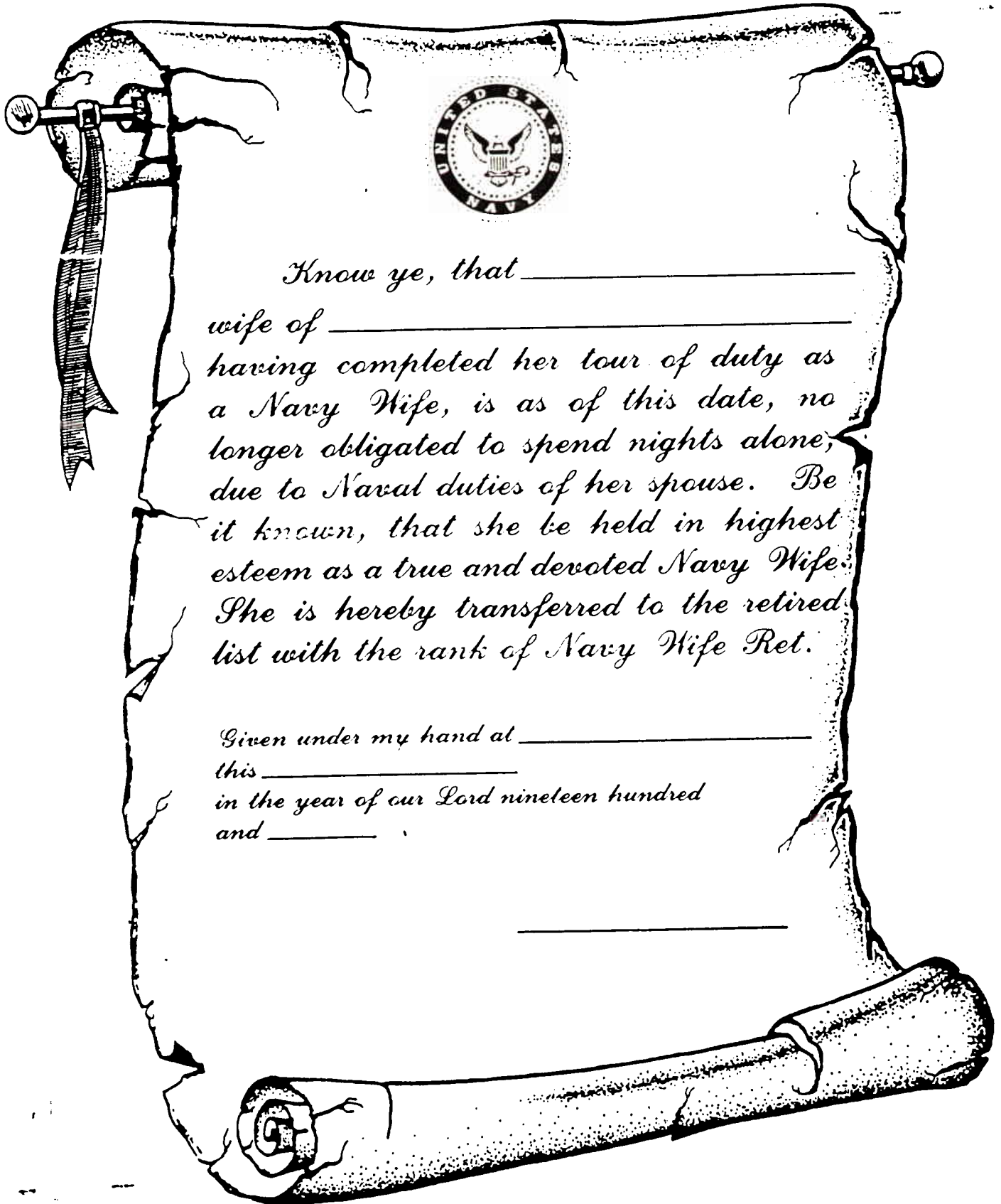


*To all who shall see these presents, greeting:
This is to certify that*

*Has earned grateful appreciation for her unselfish, faithful
and devoted service during her husband's naval career.
Her unfailing support and understanding helped to make
possible her husband's lasting contribution to the nation.*

Given this Day of 19

MAR 28 1994





COMMANDING OFFICER
NAVAL AIR STATION
LEMOORE, CALIFORNIA

1650
30000

Dear :

As Navy career comes to a close, I would like to express my sincere appreciation to you for your interest in and support of the many associated activities over the years.

It takes a very special kind of wife to accept the moves, separations, inconveniences, uncertainties, and other frustrations associated with a service career. Without supportive and understanding wives, our jobs would be much more difficult. You have been a complement to Chuck and part of a fine team.

On behalf of all the Navy families who have had the privilege of knowing and working with you, I extend thanks and sincere appreciation for your valuable contribution. I wish both of you continued good health, happiness, and success in your future endeavors.

Sincerely,

Captain, U.S. Navy
Commanding Officer

24 FEB 1994

Station Plaque and National Ensign

1. Officers - The Officers' Mess provides the funds for the Station plaque and National Ensign.

Action: Contact the Mess Treasurer for confirmation that both have been ordered and expected arrival date.

2. Enlisted - Normally the Command Master Chief (CMC) will submit a requisition to Morale, Welfare and Recreation (MWR), via the department MWR representative, to purchase the Station plaque and National Ensign. The cost is approximately \$37.25 (\$31.25/plaque and \$6.00/flag). Additionally, the Command Master Chief will simultaneously process the paperwork to the incumbent congressman serving the Central Valley community who will, in turn, request the National Ensign be flown over the Nation's Capitol on behalf of the retiree.

Action: Contact the Command Master Chief for confirmation that the requisition has been forwarded from the department, the flag/plaque has been ordered and/or is available in the CMC's office.

Note: The request for flags must be completed 45-60 days in advance of the member's ceremony date. Short fuzed or late requests cannot be accommodated.

24 FEB 1994

Chapter Three
Optional Items/Expenses

Retirement and Separations Awards

Sample Air Medal Citation

Sample Meritorious Service Medal Citation

Sample Navy Commendation Medal Citation

Sample Navy Achievement Medal Citation

Shadow Box

Flowers for Spouse

Invitations

Programs

Guest Book

Reception

Cake and Coffee

24 FEB 1994

RETIREMENT AND SEPARATION AWARDS

Ref: (a) NASLEMINST 1650.6 "Personal Awards Program"

1. Retirement and Separation Awards. Awards to personnel completing their naval careers should receive special attention. This does not indicate that an award should be given in every case of retirement or separation. The criteria used for normal awards screening should be utilized and the individual's career, especially during the last tour of duty, should have been particularly dedicated and productive.

2. Per reference (a), approving authority and submission requirement are as follows:

<u>Award</u>	<u>Approving Authority</u>	<u>Submit</u>
Navy Achievement Medal	COMNAVAIRPAC	110 days prior
Navy Commendation Medal	COMNAVAIRPAC	110 days prior
Meritorious Service Medal	CINCPACFLT	120 days prior

24 FEB 1994

The President of the United States takes pleasure in presenting the AIR MEDAL (with Gold Star in lieu of second award) to

LIEUTENANT COMMAND JOHN J. DOE
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For heroic achievement while participating in aerial flight on 15 April 1986 as Pilot of an A-6E Intruder aircraft while attached to Attack Squadron 55 embarked in USS CORAL SEA (CV 43). In the early morning hours, Lieutenant Commander Doe launched as the alternate flight leader of the second division of A-6 Intruders on a highly defended Benina Airfield, near Benghazi, Libya. Flying at extremely low altitude and high airspeed to avoid two observed surface-to-air missiles and four surface-to-air missile radar locks, he expertly maneuvered his aircraft to the target precisely on planned heading and time. Discovering that his aircraft apron aimpoint was vacant, he smoothly executed a visual attack on a lucrative alternate aimpoint. This altered attack achieved superb hits on parked aircraft and buildings and produced several large secondary explosions. His expert low altitude night airmanship ensured a safe high speed egress from the target area through additional surface-to-air missile envelopes. Lieutenant Commander Doe's professional airmanship, aggressiveness, and exemplary devotion to duty in the face of personal risk reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

The Combat Distinguishing Device is authorized.

For the President,

Secretary of the Navy

27 FEB 1994

The President of the United States takes pleasure in presenting the AIR MEDAL (First through Nineteenth Strike/Flight Awards) to

FIRST LIEUTENANT JOHN DOE
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For meritorious achievement in aerial flight as a designated Naval Aviator with Marine Helicopter Squadron 265 during combat missions in support of the Republic of Vietnam against insurgent communist (Viet Cong) forces from 20 April 1969 to 3 July 1969. He contributed materially to the success of his Squadron. By his courage, skill, and loyal devotion to duty in the face of hazardous flying conditions, First Lieutenant Doe reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

The bronze Numeral "19" to represent nineteen Strike/Flight awards is authorized.

For the President,

Secretary of the Navy

24 FEB 1994

Sample Proposed Citation for Meritorious Service Medal

The President of the United States takes pleasure in presenting

the **MERITORIOUS SERVICE MEDAL**

(**GOLD OR SILVER STAR IN LIEU OF NUMBER AWARD**) to

RANK/RATE (ENLISTED WARFARE DESIGNATOR(S))

FULL FIRST, MIDDLE AND LAST NAME

STAFF CORPS

UNITED STATES NAVY/NAVAL RESERVE

for service as set forth in the following

CITATION:

"For outstanding meritorious service as [billet/position(s)], [Division/Department], Naval Air Station Lemoore from [Month/Year] to [Month/Year]. [Rank/Rate] [Last Name] performed his/her demanding duties in an exemplary and highly professional manner. He/She was the driving force behind (IDENTIFY SPECIFIC ACHIEVEMENT/ACCOMPLISHMENTS) which may have resulted in one or more of the following: better readiness, receipt of specific awards and/or command nominations. His/Her unparalleled performance in the planning and execution of (IDENTIFY SPECIFIC EVOLUTIONS) caused a significant contribution to mission accomplishment and/or effectiveness. His/Her innovative coordination (IDENTIFY SPECIFIC EVENTS) ensured/caused or resulted in unprecedented improvements in levels of efficiency and/or readiness. His/Her uncompromising diligence and uncommon resourcefulness inspired all who observed him/her and contributed directly to the accomplishment of the (Command's) mission. [Rank/Rate] [Last Name('s)] professionalism and devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

For the Secretary of the Navy,

CITATION PREPARATION NOTES: Clearly, a Meritorious Service Medal citation must reflect important and specific achievements above that required for an NCM.

Text within brackets [] is self explanatory and is required for preparation of the "formatted" portion of the citation. Text in the parenthesis () is suggested verbiage to amplify specific achievements or accomplishments. The bold in the header of the citation must be bold in both the rough and smooth citation.

24 FEB 1994

Sample Proposed Citation for Navy Achievement/Navy Commendation Medal

The Secretary of the Navy takes pleasure in presenting

the **NAVY ACHIEVEMENT/NAVY COMMENDATION MEDAL** to

RANK/RATE (ENLISTED WARFARE DESIGNATOR(S))

FULL FIRST, MIDDLE AND LAST NAME

STAFF CORPS

UNITED STATES NAVY/NAVAL RESERVE

for service as set forth in the following

CITATION:

"For professional achievement [for Navy Achievement Medal] or meritorious service [for Navy Commendation Medal] as [billet/position(s)], [Division/Department], Naval Air Station Lemoore from [Month/Year] to [Month/Year]. [Rank/Rate] [Last Name] performed his/her demanding duties in an exemplary and highly professional manner. (Displaying/Exhibiting/Demonstrating) (exceptional/uncommon and/or extraordinary) (technical expertise/administrative acumen and/or initiative), he/she (developed/implemented/initiated/monitored/coordinated) (IDENTIFY SPECIFIC ACHIEVEMENT/ACCOMPLISHMENTS) which (contributed/resulted) in enhanced staff/command/squadron (readiness/effectiveness and/or efficiency). His/Her (unmatched/innovative)(diligence/resourcefulness/professionalism/leadership)in (IDENTIFY SPECIFIC ACHIEVEMENTS/ACCOMPLISHMENTS) (INCREASED/ENHANCED/IMPROVED) staff/command/squadron (awareness understanding/productivity and/or readiness). He/She was directly responsible for (IDENTIFY SPECIFIC ACHIEVEMENT/TASK/ASSIGNMENT) which singularly contributed to the staff/command/squadron receiving (A SPECIFIC AWARD/HIGHEST GRADES ON CERTAIN INSPECTIONS AND/OR COMPETITIVE CYCLE. AT THIS POINT, COMMENTS COULD BE ADDED CONCERNING SELECTION AS "SAILOR OF THE QUARTER/YEAR' AND FOR OFFICERS, ANY ADDITIONAL SPECIAL RECOGNITION). [Rank/Rate] [Last Name('s)] professionalism and devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

For the Secretary of the Navy,

CITATION PREPARATION NOTES: A meaningful citation requires time and personal attention. Additionally, it needs to set forth specific acts or achievements that the intended recipient did above that normally expected. Clearly, the overriding difference between the Navy Achievement Medal and the Navy Commendation Medal End of Tour Award is the degree and impact of the specific accomplishments.

24 FEB 1961

Optional Expenses

1. Shadow Box. The shadow/flag box may be purchased from the SEABEE's, Navy Exchange, Hanford Trophy or private contractors in Lemoore. Normally you are required to purchase (and assemble as applicable) the contents (i.e., ribbons/awards, warfare/aircrew pins, rank/rate insignias, etc.). How the contents are arranged inside the box is up to the retiree, if they have a preference, or you as the coordinator. However, by talking with the person who is building the box, you will usually find them very knowledgeable and helpful. Let them arrange the contents! A general rule of thumb is:

Ribbons centered in one section with all rank/rate insignia's (collar device size) placed clockwise, ending with the highest position held to the right. Warfare/aircrew pins are placed above the ribbons. Other options could be to include an officer's crest or the larger combination cap device for Chief Petty Officers (CPOs) highest paygrade held. Then, the question is, "who will pay for all of this?"

a. Officers. Assuming the retiree is a member in good standing, the Officers' Mess provides the funds for the shadow box as required.

b. Enlisted. Presently there is NOT a system in place to pay for enlisted members' shadow boxes. A few options are available:

(1) CPO retirees. A collection is taken up within the divisions/department; their department CPO community/association will provide the funds or, as a last resort, donations are accepted from anyone who is willing to participate.

(2) E-6 retirees. A collection is taken up within the divisions/department or if they are a member of the Non Commissioned Officers Association, sometimes the Association will pay or donate toward a shadow box depending upon the current by-laws.

2. Flowers for Spouse

a. Officers. Normally purchased by the Officers' Mess.

b. Enlisted. Normally purchased by the retiree or by the ceremony coordinator if funds are available through donations.

3. Invitations. Invitations may be designed by the Administration Department for officers and chief petty officers. However printing costs, addressing of envelopes and mailing is the retiree's responsibility.

4. Program. Programs are normally associated with formal ceremonies (i.e., change of commands, Navy and Marine Corp Balls, etc). However, they may be added to retirement ceremonies as special mementos for family, friends and most importantly, the retiree. If the retiree requests to have programs included with the ceremony, a few options are available:

a. For officers and chief petty officers retiring, submit a memorandum to the appropriate retirement coordinator requesting the command design a program on the retiree's behalf. Approval will be granted on a case-by-case basis driven by manhours/manpower available at the time. Take the programs to a professional print shop for printing.

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b. Find a co-worker who can design a program on their home personal computer then take it to a professional print shop (time permitting) and pay a small nominal fee from donated funds.

c. Again, providing donated funds are available, seek the assistance of a professional print shop in the local community.

The program may include: A biography, names of sideboys, members of the Color Guard, escorts, guest book attendants, reception attendants for cake and coffee, an itinerary, and any special quotations/comments the retiree requests to have included.

5. Guest Book. The guest book, like programs, serves as a reminder of who attended the ceremony and as a ready reference if the retiree would like to send any thank you notes or keep in touch with shipmates after retirement. They can be purchased by the individual or by the ceremony coordinator if funds are available through donations.

6. Reception. Except for cake and coffee, a reception is at the discretion and sole responsibility of the retiree (i.e., a gathering at one of the clubs on base, dinner in the community, or a social gathering at home for close relatives and friends). The ceremony coordinator should be appraised of the retiree's intentions to determine if the reception is to be included in the program as an "invitation for all to attend".

7. Cake and Coffee. As a minimum, cake and coffee is served in the proximity of the ceremony to allow the retiree and friends opportunity to exchange pleasantries and bid their farewells. As with all optional expenses, cake and coffee is procured at individual (department/division) expense from donated funds. Cakes cannot be funded by OPTAR or MWR funds. They may however, be purchased from the galley for a small nominal fee or at a local bakery in town. If you provide the coffee, the galley will provide the large coffee urns. Ensure you provide paper plates, forks and napkins.

24 FEB 1994

Chapter Four

Announcements

Sample Plan of the Day Note

NAS LEMOORE NOTICE 1800

PLAN OF THE DAY, ENTRIES TO		DATE
FROM	PHONE EXT.	DATE(S) TO RUN
<p align="center">INFORMATION</p> <p>ALL ENTRIES FOR THE PLAN OF THE DAY MUST BE SUBMITTED TO THE ADMINISTRATIVE OFFICER (CODE 11) IN WRITING BY 1000, AT LEAST <u>THREE (3) WORKING DAYS</u> PRIOR TO PUBLICATION</p> <p>The following entries in the Plan of the Day are considered appropriate for publication:</p> <ul style="list-style-type: none"> a. Official orders and schedules b. Names of the key watch standers c. Excerpts from official publications, instructions and notices d. Items of recreational or social interest 		
<p align="center">NOTE(S) TO BE PUBLISHED</p> <p align="center">Plan of the Day Note (Sample)</p> <p>RETIREMENT for ACCM (AW) Susan B. Anthony on 23 March at 1000 in Welsh Park. Uniform: Service Dress Blues for participants; Winter Blues or Khaki's for attendees. Civilians: Casual attire (optional: a reception to follow).</p>		

Sample Proposed Notice for Retirement Ceremony

NASLEMNNOTE 1800
11000

24 FEB 1994

NAS LEMOORE NOTICE 1800

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LETTER OF INSTRUCTION FOR RETIREMENT CEREMONY HONORING
RANK/RATE/NAME OF RETIREE

Encl: (1) Schedule of Events
(2) Duty Assignments
(3) Piping Ceremony

1. Purpose. To honor Rank/Rate/Name of Retiree upon his/her retirement from the U.S. Navy.

2. Discussion. A formal ceremony with honors will be held at Time,
Date at Location of Ceremony. The uniform for the ceremony will be:

a. Participants: Uniform requested by retiree.

b. Guests: (Military): Uniform requested by retiree.
(Civilian): Appropriate attire

3. Officiating Officer: As requested by retiree.

4. Narrator/Adjutant: As requested by retiree.

5. Sideboys: (List Sideboys)

6. Escorts: (List Escorts)

7. Vocalist: (List Vocalist)

8. Action. All departments will ensure compliance with enclosures (1) through (3).

9. Coordinator: Rank/Rate, ext. ____ or ____.

(Commanding Officer)

Distribution: (NASLEMINST 5215.2T)
List A

24 FEB 1994

Schedule of Events*

0850 Sideboys fall in

0855 Seat guests
Usher escorts spouse to seat

0900 Narrator - Captain _____ to position beside the podium

Narrator - "GUESTS PLEASE RISE FOR THE PARADING OF THE
COLORS AND REMAIN STANDING FOR THE INVOCATION"

Narrator - "PARADE THE COLORS."

Play the National Anthem

Narrator - "POST COLOR"

Narrator - "_____ WILL LEAD THE INVOCATION."

Narrator - "GUESTS PLEASE BE SEATED."

Narrator - "LADIES AND GENTLEMEN, CAPTAIN _____,
COMMANDING OFFICER, NAVAL AIR STATION
LEMOORE."

Captain _____ steps to the front of the podium.

Narrator - "(Retiree by title) FRONT AND CENTER."

Narrator - "CAPTAIN _____ WILL MAKE THE
FOLLOWING PRESENTATIONS."

- * Navy Commendation Medal
- * Letter of Appreciation
- * Certificate of Appreciation
- * U.S. Flag and Certificate
- Most Honored Possession Certificate
- Certification Flag was flown over United States Capitol
in commemoration of _____
- * Certificate of Retirement/transfer to Fleet Reserve;
_____ year retirement pin
- * NAS Lemoore Plaque

Narrator - "(ESCORT NAME) PLEASE ESCORT MRS./MR. _____
TO THE PODIUM".

Narrator - "_____ WILL PRESENT MRS./MR. _____
WITH FLOWERS ON BEHALF OF THE (Officers' Mess/CPO
Association, etc.)".

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Narrator - "LETTER OF APPRECIATION FROM UNITED STATES NAVY
FOR MRS./MR. _____"

- LETTER OF APPRECIATION FROM COMMANDING
OFFICER, NAVAL AIR STATION LEMOORE FOR MRS./MR.
(Officer spouses only)

- _____ ESCORTS MRS./MR. _____
TO HER/HIS SEAT

Narrator - "_____ WILL PRESENT A SHADOW BOX TO
(Retiree) on behalf of _____."

0930 Captain - _____ comments

0935 Departing remarks by _____ (Retiree)

0945 Narrator - "WOULD THE GUESTS PLEASE RISE FOR THE
BENEDICTION AND RETIRING OF THE COLORS."

Chaplain - _____ gives benediction

Narrator - "RETIRE THE COLORS"
_____ (Retiree) salutes Captain _____ and
requests "PERMISSION TO GO ASHORE."

Captain - _____ states, "PIPE _____ (Retiree) ASHORE."

Narrator - "(Commander/Master Petty Officer _____ ASHORE)"

0955 Narrator - "LADIES AND GENTLEMEN THIS CONCLUDES OUR
RETIREMENT CEREMONY. PLEASE JOIN _____ (Retiree)
AND MRS./MR. _____ AT A RECEPTION IN
THE _____ CLUB AT _____."

***NOTE:** A ceremony binder (or script) should be developed for the Narrator to follow during the actual ceremony. The binder should include a schedule of events with appropriate page breaks to insert copies of certificates and letter of appreciations.

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DUTY ASSIGNMENTS

1. Coordinator: _____
 - a. Ensure all assigned tasks are accomplished.
 - b. Arrange ordering and pick up of flowers for Mrs. _____.
 - c. Arrange for appropriate letters of appreciations, certificates, etc.
 - d. Arrange for most honored possession, shadow box, and plaque.
2. Working Party POC: _____
 - a. Set up and breakdown chairs, flags and podium at Ceremony location.
 - b. Set up and breakdown red carpet, bullets, bell and bell stand.
 - c. Pick up cake from Galley.
3. Public Works will supply PA system and operator.
4. Military Formations:
 - a. _____ will arrange for ____ Navy personnel (E-3 and below) from various squadrons.
 - b. _____ will arrange for ____ Marine personnel (E-3 and below) from MATSG.
 - c. _____ will arrange for ____ Navy personnel (E-3 and below) from NAS Lemoore.

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PIPING CEREMONY

"Boatswain! Stand by to pipe the side!"

This order has been passed on naval ships from the 1500's through today. Spanish, French, English, Dutch ... all the Navies of the world used the boatswain, sideboys, and call to bring aboard or send ashore all ship's company officers, visiting officers, dignitaries, and VIPs.

The sideboys would haul on the ropes to raise or lower the boarding platform so officers would not have to climb the rat lines when going ashore or to get aboard. This honor was extended to visiting officers, dignitaries, and port official.

It was uncommon for the commanding officer of a ship to order up the jolly boat ... a crew of eight strong backs, sideboys, and boatswain ... to send an old shipmate and fellow officer to his shore retirement ... home, never to sail on Naval ships again.

"All hands on deck" was passed, speeches were made about great victories, battles fought on the open sea, raging storms weathered, and voyages to distant and strange lands with ports of call others only dreamed about.

Then, a fine sword ... a brace of pistols ... a rifle or musket ... or maybe a sea chest made of fine wood and bound in brass ... was presented to remind him of the crews and ships he had served with. The boatswain would stand tall the sideboys -- the retiree would request permission to go ashore -- step to the platform -- and the sideboys would lower away. As the jolly boat pulled away, the gunner would fire a salute from the ship's main battery, the retiree sat in the stern sheets ... going ashore.

Today our Navy has given most of the pomp and circumstance, the honors, traditions, and ceremonies back to history ... time does not give us freedom to do these things from the past ... but, we still heave to, stop all engines, lay about smartly, and drop anchor to pay honor to one of our shipmates going ashore. To honor the years served, the guidance, leadership, the friendship, and the expertise that this shipmate has freely given these 26 years, 1 month and 4 days.

"_____, please step forward."

For many years...this man has stood the watch. While some of us lay in our bunks at night...this man stood the watch. While others of us were attending school...this sailor stood the watch. And yes, even before many of you were born...this sailor stood the watch. As our families watched storm clouds of war building on the horizons of history...this shipmate stood the watch. Though he saw his family ashore, often needing his guidance...he stood the watch so that we and our fellow countrymen could sleep soundly, in safety, each night.

Today, we are here to say "Shipmate, the watch stands relieved. Relieved by those you have led, guided and trained. You stand relieved...we have the watch."

"Boatswain, stand by to pipe the side. Shipmate going ashore."